

APRIL CLERK REPORT

Betchworth Parish Council

Correspondence to acknowledge.

- Daily work communications (message out the comms that impact Betchworth)
- Prepared and sent weekly councillor update comms
- GATCOM Weekly News Bulletin's (issued to councillors for information)
- Weekly statements from Cllr Cooksey (issued to councillors for information)
- Change of Address Correspondence (ongoing)
- Prepared and posted minutes of April meeting
- Prepared Agenda with supporting documentation for cllr packs
- Correspondence with groups and business for APM
- Correspondence with SCC re A25 plans

Footpaths

- Liaison with residents over logging issues

Burial Ground

- Correspondence re burial enquiries
- Correspondence re permits
- 2 site visits

Allotments

- Issued 2025/26 invoices
- Site visit
- Waiting list queries x 2

Finance & Policies

- Processed payment of March Invoices
- Prepared April invoices for approval
- Reconciled March banking
- Confirmed Parish Council Insurance quote for renewal
- Completed Year end accounts
- Prepared and completed final internal audit with Mulberry
- Updated Standing Orders
- Updated Finance Regulations
- Set up accounting records for 2025/26
- Set up bank reconciliation records for 2025/26
- Completed transparency report for Q4 2024/25

- Completed CIL return for 2024/25

Meetings Attended / Training

- Monthly Parish Meeting
- CiLCA Training commenced
- Internal Audit

Planning

- Weekly planning monitoring
- 2x letters to MVDC
- Query to MVDC re new application
- Resident correspondence regarding new application

Other Items

- Updated noticeboards
- Updated and circulated action log
- Continued to update the website (ongoing)
- Prepared APM agenda
- Onboarding of new councillor
- Pictures for APM slideshow pack